

APPLICATION PROCEDURES

Format

Forward *two* (2) copies of the application to the Department, as applicable, and in the following format: Use only 8-1/2" X 11" paper, one side only, and 3-hole punched on the left side.

Public Notification

Within twenty days prior to submission of an application, the applicant shall publish notification that an application is to be submitted to the Department in the legal section of a daily newspaper serving the area where the project is to be located for three consecutive days. The notification must contain at least the following information: 1) that a Certificate of Need is being applied for; 2) a description of the scope and nature of the project; and 3) the estimated project capital cost. No application may be accepted for filing by the department unless accompanied by documentation from the newspaper that publication has been made for three consecutive days within the prior twenty- day period.

Fees

The fees for review of certificate of need projects include: initial filing fee, application fee, and issuance fee:

a. Initial filing fee is \$500, which must be submitted as a non-refundable initial payment at the time the application is submitted.

b. Application fee is one half of one percent (.5%, .005) of the total project cost (as defined in Regulation 61-15 Section 103.2), payable when the application is deemed complete under Section 303 of Regulation 61-15. The applicant will be invoiced for this fee. The application fee shall not exceed \$7,000.

c. Issuance fee is \$7,500, payable upon the issuance of a Certificate of Need for any project with a total project cost (as defined in Regulation 61-15 Section 103.25) greater than \$1,400,000. Should the project not be approved, the issuance fee will not be assessed.

NOTE: The Department requests, but does not require applicants to submit their application in secure media form (such as a CD). This format does not count as or replace the official paper submission of a Certificate of Need application.